



DEBRA BOWEN | SECRETARY OF STATE | STATE OF CALIFORNIA
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December 6, 2013

The Honorable Mark Leno, Chairman
Joint Legislative Budget Committee
1020 N Street, Room 553
Sacramento, CA 95814

Mr. Michael Cohen, Director
Department of Finance
915 L Street
Sacramento, CA 95814

Dear Senator Leno and Mr. Cohen:

Attached is my November report on the progress made on reducing the processing time for business filings, in accordance with the Budget Act of 2013 (Chapter 20, Statutes of 2013). You can find previous reports posted on my website at www.sos.ca.gov/admin/reports/bus-filing-processing-time-report.htm. If you have any questions about this report, please feel free to contact me at (916) 653-7244 or have your staff contact my Deputy Secretary of State for Legislation, Bart Broome, at (916) 653-6774.

Sincerely,

A handwritten signature in black ink that reads "Debra Bowen".

Debra Bowen
Secretary of State

Attachment

cc: Ms. Diane Boyer-Vine, Legislative Counsel

December 6, 2013

Secretary of State's Report to Department of Finance and Joint Legislative Budget Committee

The Business Programs Division Backlogs Finance Letter was approved and incorporated into the Budget Act of 2013 (Chapter 20, Statutes of 2013). The Budget Act of 2013 requires the Secretary of State to report on the 15th of each month to the Department of Finance and the Joint Legislative Budget Committee (JLBC) on the progress made on reducing the processing time for business filings.

This is the report for November 2013, and covers the period of November 1, 2013, through November 30, 2013.

Document Processing	Business Entities	Statements of Information
Processing Times as of November 1, 2013	4 days	5 days
Processing Times as of November 30, 2013	3 days	4 days
Average Processing Times	5 days	4 days

Document Processing	Business Entities	Statements of Information	Total
Documents in Processing as of November 1, 2013	3,825	11,558	15,383
Documents Received during This Reporting Period	29,385	37,029	66,414
Documents Processed during This Reporting Period*	29,489	37,584	67,073
Documents Awaiting Processing as of November 30, 2013	3,721	11,003	14,724
Documents Received since May 1, 2013	235,665	307,456	543,121
Documents Processed since May 1, 2013	257,607	374,533	632,140
Preclear/Expedites Processed during This Reporting Period	2,879	150	3,029
Preclear/Expedites Processed since May 1, 2013	30,157	2,212	32,369

Staffing	Permanent	Limited Term	Total
BPD FY 2013/14 Authorized Positions	273.1	54.0	327.1
Filled Positions as of November 30, 2013	260.1	32.0	292.1
Vacant Positions as of November 30, 2013	13.0	22.0	35.0
Estimated Average Vacancy Rate for this Reporting Period	4%	44%	11%

Staffing	Total
Number of Temporary Workers	131
Hours Worked by Temporary Workers during This Reporting Period	10,200
Temporary Hours Worked since May 1, 2013	78,680
Overtime Hours Worked during This Reporting Period	1,595
Overtime Hours Worked since May 1, 2013	21,493

* Documents Processed includes Preclear/Expedite requests processed.

The processing times shown for the first and final day of the reporting period are snapshots in time. Throughout the month, the processing times fluctuate daily depending on the number of documents received each day (some days have higher volumes than others) and the number of documents processed. All days are reported in business days.